



Natural Resources Conservation Service
100 USDA, Suite 206
Stillwater, OK 74074-2655
05.742.1210

November 6, 2002

OKLAHOMA BULLETIN NO. OK360-3-6

SUBJECT: PER - Thrift Savings Plan (TSP) Open Season, October 15, 2002 to December 31, 2002

Purpose: To provide employees with TSP Open Season Information.

Expiration Date: September 30, 2003

Open Season for TSP is October 15, 2002, to December 31, 2002. TSP is an important benefit designed to help you save for your future. The TSP offers a choice of five investment funds and you can invest in any or all of the five TSP funds.

During the open season, you may begin contributing to the TSP or change the amount of your TSP contributions. During this open season, employees covered by FERS may elect to contribute to the TSP up to 13% of the basic pay they earn each pay period; employees covered by CSRS may elect to contribute up to 8% of the basic pay they earn each pay period.

How to make a contribution election. To make a contribution election, submit Form TSP-1 (Election Form) to Human Resources, or you may make TSP changes through Employee Express at <http://www.EMPLOYEEEXPRESS.GOV>. To access employee express you will need your social security number and PIN. You can obtain Form TSP-1 from the TSP Web site www.tsp.gov/forms/index.html.

When elections become effective. If your election is received before November 29, 2002, it will become effective pay period 24. Your earnings and leave statement, dated December 26, 2002, will reflect this election. If your election is received after November 29, 2002, it will become effective the first full pay period after it is received.

How to make an investment election. You may invest in any of the five TSP investment funds. To change the investment of future contributions to your TSP account, you must request a **contribution allocation**. To change the investment of money already in your account, you must request an **interfund transfer**.

There are three ways to make a contribution allocation or an interfund transfer:

1. Use the TSP Web site (www.tsp.gov);
2. Call the ThriftLine (504) 255-8777; or
3. Request and Complete Form TSP-50 (Investment Allocation). NOTE: Form TSP-50 is not available in electronic format, you must request this form from Human Resources.

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You may request a contribution allocation or interfund transfer at any time. **Contribution allocations** are processed daily, and your contribution allocation request will generally be effective no later than two business days after it is received. **Interfund transfers** are processed monthly after accounts have been valued; your interfund transfer request must be received by the 15th of the month (or, if the 15th is not a business day, the next business day) for the interfund transfer to be effective as of the end of the month.

Where to get more information about the TSP. The booklet *Summary of the Thrift Savings Plan for Federal Employees* describes the TSP in detail and contains more information about contribution elections, contribution allocations, and interfund transfers. The latest version of this booklet is dated May 2001. If you do not have the latest version, you may download the booklet from the TSP Web site.

The attached flyer "Open Season Update, United We Save, October 15 - December 31, 2002" contains basic information about this TSP open season and presents historical rates of return for the TSP investment funds.

Each office is asked to print the attached TSP Poster and post it on their bulletin board.

If you have additional questions about the TSP, contact Linda Garabedian at (405) 742-1210 or Debbie Ruark at (405) 742-1212.

/s/ (Billy R. Porter - Acting)

M. DARREL DOMINICK
State Conservationist

[Attachments](#)